



GIS Analyst

Department: Countywide

Class Code: 6619

EEO Code: 22

FLSA: E

Effective: 01/12/1996

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty in performing maintenance, quality assurance, configuration, analysis and provides user access to GIS database through use of ARC/Info or ArcView software; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Develops and carries out procedures to maintain the GIS database through cadastral layer maintenance; performs quality control of others work; locates, imports and cleans third party data; Writes Arc Macro Language (AML) programs to perform specific GIS tasks; develops new database layers; reconfigures database design to fit GIS mission; programs applications to edit, reconfigure, produce cartographically correct output and perform analysis upon the GIS database; performs review of site plan and subdivision survey information; checks parcel boundary traverse information and coordinate point accuracy against GIS database; provides GIS users within the County government with technical support; produces cartographically correct maps and charts as requested by county departments or public through use of ARC/INFO or ArcView products; performs maintenance and minor configuration of plotters to include cleaning, toner replacement, paper replacement and configuration of output through the plotters native language to achieve properly formatted output; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of operating tabular and graphic display and output devices associated with geographic information systems and other land information systems; of manual and digital cartographic techniques and standards and traditional map production processes; Considerable skill in responding to the GIS need of the general public, interested parties and requesting agencies; in comprehending technical specifications for manual and computer aided/automated cartographic products. Ability to distinguish all colors of the spectrum.

MINIMUM EDUCATION AND EXPERIENCE:

Associates degree in geography, cartography, engineering or related field and two years technical experience maintaining geographic information systems and/or automated cartography.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
